



## **Roswell Public Library Board**

March 24, 2016 at 4:00pm

Bondurant Room at Roswell Public Library  
301 N. Pennsylvania Avenue

Board President: Magil Duran

Board Members: Judy Armstrong, Patti Bristol, Michelle Hembree, Marna Hunt, Linda Madrid, and Lewie Montgomery

Staff Coordinator: Betty Long

### **Call to Order**

The regular meeting of the Roswell Public Library Board was called to order at 4:00pm by President Magil Duran.

### **Roll Call**

Members present: Magil Duran, Michelle Hembree, Marna Hunt, Linda Madrid, and Lewie Montgomery. (Patti Bristol arrived at 4:06pm.) Absent: Judy Armstrong. Staff present: Betty Long, Library Director, and Kay Carrasco, Recording Secretary.

### **Approval of Agenda**

Mr. Duran called for approval of the agenda. Mr. Montgomery moved to approve, Ms. Hunt seconded, and the motion passed by unanimous voice vote.

### **Approval of the Minutes**

1. Ms. Hunt moved for approval of the minutes as presented, Ms. Hembree seconded, and the motion passed by unanimous voice vote.

### **Non-Action Items**

#### **2. Director's Report**

In addition to her written report, Ms. Long reported that the public access to the website, catalog, and all internet-based services (with the exception of remote printing) is now full and complete! A few in-house issues still remain and are being worked on.

The roofers began work on February 29<sup>th</sup>. We do not have an official completion date estimate from project manager Kevin Dillon, but the original estimate was for 30 to 45 days, so completion should be near.

The latest report from the City is that revenue is now down \$1.6 million. A hiring freeze is in effect except for essential positions. Kate Keith, assistant to the Children's librarian, is retiring at the end of this month and the position will not be filled; instead, we will increase the part-time person's hours and hire a seasonal temp.

A Canadian consultant published a booklet on Instagram for Libraries, and we're in it! Claire Gutierrez, our Children's Librarian, along with Tomas Gonzalez, the ILL Librarian, administer our Instagram account.

There are two openings on the Library Board. As it turns out Dr. Armstrong is eligible for another term but Marna Hunt has completed two full terms and is not eligible for another term. Ms. Long had copies of the application for board service, and encouraged board members to think about and talk to any person who they believe would be a good fit for service on the library board.

Plans for the 110<sup>th</sup> Anniversary celebration are complete. The Roswell Daily Record will do a feature story on it. Final details, such as ordering the cakes and gathering a collection of old-fashioned hats and mustaches for the photo booth, are ready. Michael Dellelo, Deputy Cabinet Secretary for Cultural Affairs, will bring a proclamation from the Governor and a representative of the Mayor's office will bring a City of Roswell proclamation. The invitation, designed by staff member Bianca Cheney, was complimented by several board members.

#### Review of Long Range Plan

Ms. Long explained the change in title from Long Range Plan to Strategic Plan as being the suggestion of the State Library. She explained that a group of staff had worked on the Plan (changes printed in red) and also explained that there is not a tight deadline to get this finalized, so it would be fine for the board to take time to study and make further suggestions on it. There was general discussion of the list of suggestions for a Vision Statement to which library staff and some board members had contributed.

Ms. Hembree handed out a Vision Statement she had composed. Ms. Long explained that this could be incorporated into the Strategic Plan either as is or with changes as the board continues to work on it. Ms. Hembree then offered three suggested changes/additions to the Strategic Plan:

First, in Section II, under Mission Statement, final sentence modified to read "...through the collection, trained staff, facility access, and outreach to the community."

Second, in Section IV, C-6, preface with "Continuing to recruit and train staff"

Third, in Section V, B-5, the word device should be devices (plural).

Ms. Long summarized the discussion, the time frame, and the process going forward: The Vision Statement will be incorporated; the library staff will be consulted again; the changes suggested by Ms. Hembree will be incorporated. No action can be taken at this meeting, but the modified Plan will be added to the agenda of the April 28 meeting, where it may be voted on or it could be tabled pending further discussion and work at the May 26 meeting.

**Action Items**

5. Mr. Duran called for consideration of the proposed changes to the Displaying/Distributing Community Information policy. Mr. Montgomery moved that the changes be accepted, and Ms. Hembree seconded. There was no discussion and the motion passed unanimously by voice vote.

**Other Business (Non-Action)**

6. There were no public comments and there was no further business before the board.

**Adjourn**

Mr. Montgomery moved that the meeting be adjourned. Ms. Hembree seconded. A voice vote was unanimous and the meeting adjourned at 4:30pm.

**Next Meeting:** April 28, 2016

---

Magil Duran, President